



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 12000.7
BUMED-91
19 Jul 95

BUMED INSTRUCTION 12000.7

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: DELEGATION OF AUTHORITY FOR DISCIPLINARY AND ADVERSE
ACTIONS FOR CIVILIAN PERSONNEL

Ref: (a) CCPOWASHDCINST 12431.2 (NOTAL)
(b) CCPOWASHDCINST 12432.1B (NOTAL)
(c) HROWASHDCINST 12752.2E (NOTAL)
(d) OCPMINST 12752.1 (NOTAL)

1. Purpose. To delegate authority to propose and decide actions in civilian disciplinary matters.

2. Background. Disciplinary or adverse actions shall be used only for reasons that will promote the efficiency of the service. The officials listed below may impose the minimum remedy that can be reasonably expected to correct the employee's conduct and improve the efficiency of the service.

3. Action

a. Delegation of authority for actions authorized by references (a) through (d) is as follows:

Type of <u>Action</u>	Authorized to <u>Propose Action</u>	Authorized to Effect <u>Action</u>
Oral Admonishment	No Proposal Required	Immediate Supervisor
Letter of Caution	No Proposal Required	Immediate Supervisor
Letter of Reprimand	Immediate Supervisor	Immediate Supervisor
Suspension of 14 Calendar Days or less	Immediate Supervisor	Assistant Chief or MED-00A for all 00 Codes
Suspension of Over 14 Calendar Days	Immediate Supervisor	Chief of Staff

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Type of <u>Action</u>	Authorized to <u>Propose Action</u>	Authorized to Effect <u>Action</u>
Termination of Temporary Appointment and Termination of Probationary/Trial Appointment	No Proposal Required	Chief of Staff
Reduction-in-Grade/ Removals (except: trial, probationary, or temporary employees)	Immediate Supervisor	Chief of Staff
Denial of Within-Grade Increase	No Proposal Required	Immediate Supervisor
Denial of Within-Grade Increase Reconsideration	No Proposal Required	Second Line Supervisor

b. The authority to take disciplinary or adverse actions may be exercised by a person who is "acting" in any of the authorized capacities as stated above, whether based on oral designation or other means. These actions may also be taken by a higher level of supervision. Such actions may not be taken "by direction."

c. Per reference (c), oral admonishment and letters of caution are not documented in official personnel records. Therefore, they are not grievable.

d. Those officials delegated authority to effect disciplinary or adverse actions resulting in the issuance of an SF 52, Request for Personnel Action, are authorized to sign the form.

4. Form. SF 52 (Rev. 7-91), Request for Personnel Action, is available from MED-91, Building 2, room 2212.


HAROLD M. KOENIG